



**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD BUSINESS MEETING
DRAFT MINUTES**

**Thursday – October 16, 2008
9:00 a.m. – 12:00 p.m.**

MSEC Members Present: Cal Boyle, Karen Dellwo, Sylvia Murray, and Gary Willis

Other Attendees: Ingrid Childress

Recorder: Chris Wilhelm

- I. WELCOME AND INTRODUCTIONS** – Ingrid Childress welcomed the MSEC and provided an overview of Job Service activities:
- Ingrid Childress and Gary Warren have been visiting local Job Service offices throughout the state to see how things are going and to be available for questions. Next week's visits include Hamilton, Missoula, and Thompson Falls.
 - Western Montana has been active operating a Regional Innovation Grant (RIG) to help grow the economy in light of the many temporary and permanent mill closures.
 - In Central and Eastern Montana has the Workforce Innovation and Regional Economic Development (WIRED) Grant which is focusing on alternative energy and products.
 - Central Office staff are gearing up for the Legislature. Staff are hopeful the Incumbent Worker Training (IWT) Program, currently being piloted in Region 4, will be added to the Governor's budget and approved by the legislature for statewide activity. IWT provides training to help raise the skill level of existing workers to benefit those workers and their employers. If approved, the Department would rely on JSECs to help get the word out.
 - Federal funding for programs administered by the Department of Labor and Industry have funding through June 2010 due to a Continuing Resolution.
 - The Department's conversion to a regional approach and conversion of staff to all have the same job description is going smoothly. The Department is looking to automate some tasks and processes, thus freeing up valuable staff time for other more intensive duties. An example would be automating job match notifications as a way of providing priority service to Veterans.
 - The Department is looking forward to the next conference and working to offer topics of value. Assistance and volunteer time provided by JSEC members is greatly appreciated.

II. CALL TO ORDER – Chairman Cal Boyle called the meeting to order and welcomed everyone.

- A. Approval of Agenda – The agenda was approved as presented.
- B. Minutes – The minutes were approved May 30, 2008 via email. They were provided with the agenda for reference.

III. REPORTS

- A. Treasurer's Report – Sylvia Murray reported, since the April 8, 2008 meeting: CD interest earned \$141.54, savings account interest earned \$0.23, proceeds from padfolios sales \$55.00, proceeds from mug sales \$35.00, proceeds from raffle \$745, and proceeds from silent auction \$1,365; Great Falls JSEC expense reimbursement \$171.36, Trophies Express for awards \$246.65, Great Falls JSEC portion of raffle \$143.41, Montana Magazine Subscription \$23, cost of receipt book \$10.49, and Mckenzy Kelch scholarship \$500; total account balance of \$11,420.37.

Action: Gary Willis moved to accept the treasurer's report as presented; Karen Dellwo seconded the motion, which carried unanimously.

Membership – Chris Wilhelm advised members that Justine Morris, Area 1 Representative resigned her position as she was moving out of state. A new representative will need to be identified. Area 3 continues to have no representative.

- B. Conference Planning Update – Chris Wilhelm provided an update on activities:
- 2009 Innovation in Business Conference will be held May 18-21, 2009 at the Red Lion Colonial Inn in Helena. The original keynote speaker had to cancel, so another is being identified. Soft advertising will begin as soon as a contract is in place with a keynote speaker. Hard advertising will begin in January. An agenda is being developed. Helena JSEC is actively engaged and excited to showcase Helena.
 - 2010 Innovation in Business Conference will be held the 2nd or 3rd week of May 2010 in Billings, MT. Billings staff and JSEC members are checking facilities for availability and will advise us which week works best for the community. They have also presented many excellent suggestions regarding topics, advertising, partnering with other organizations, etc.

IV. OLD BUSINESS –

- A. JSEC Incorporation & Tax Exempt Status – Chris Wilhelm recently polled JSEC Coordinators to determine the status of incorporation and tax exempt status for their local JSECs. Results are as follows. Chairman Boyle requested the MSEC continue to support JSECs in their endeavors to become incorporated and receive tax exempt status.

JSEC Committee	Incorporated	Tax Exempt	Notes
Tri County	Preparing		Only 2 members
Billings			<i>Waiting for response</i>
Bitterroot			<i>Waiting for response</i>
Bozeman	Submitted		

Butte	Incorporated	Submitted	
Cut Bank	n/a	n/a	Merged with Great Falls
Dillon	n/a	n/a	Merged with CMT
Flathead	Incorporated	Submitted	
Glasgow			<i>Waiting for response</i>
Glendive	Submitted	Preparing	
Great Falls			Already had FEIN; no action being taken for incorporation and tax exempt status
Havre	Preparing		
Helena			No action taken yet
Kootenai	Submitted		
Lake County	Prepared	Prepared	Waiting for signatures
Lewistown			<i>Waiting for response</i>
Livingston			No action taken yet for tax exemption; unclear if they are incorporated
Miles City			Merging with Chamber of Commerce
Missoula	Incorporated	Submitted	
Shelby			Merged with CMT
Sidney	Preparing		
Thompson Falls			Not currently active
Wolf Point			Merged with Business Boosters

- B. Executive Board Nomination Process – Gary Willis shared the election process the American Hospital Association utilizes. The process was discussed and modified for the MSEC. Elections will be held for the Treasurer’s position each year. Upon annual elections the current Treasurer moves to the Vice Chair position, the Vice Chair moves into the Chair position, and the Chair moves into the Past Chair position. In the event the Treasurer declines to move, the election would be for the Vice Chair position. The Past chair will have the added responsibility of nominating individuals for vacant positions outside of the election process. Maximum term for treasurer is two years. Chair can appoint a team for audit purposes as needed. By-law sections 4.3, 4.4, and 4.7 will need to be revised; a new section will need to be added under Section 5 for the Past Chair. Chris will draft revisions to the by-laws per this meeting’s discussion and distribute changes to the MSEC for approval. **Action:** Gary Willis moved to accept the succession process; Sylvia Murray seconded the motion, which carried unanimously.
- C. JSEC Minutes – At the Statewide JSEC meeting, members requested JSEC minutes submitted to the State Coordinator be distributed to all JSECs. This is a cumbersome process via email, taking staff time and potentially impacting recipients email inboxes, so Chris Wilhelm is building a page on the MSEC website to post all JSEC minutes to. A distribution list will be included on the page which would allow all interested JSEC members to subscribe and unsubscribe themselves for email notifications that additions have been posted to the web page. Executive Board members agreed this would result in a less cumbersome process and requested Chris move forward with this plan.

- D. MSEC Handbook – At the Statewide JSEC meeting, a suggestion was submitted that the State Coordinator prepare a handbook of MSEC processes. Executive Board members discussed the suggestion and determine it not necessary because of the time it would take to prepare, their by-laws are posted on their website, and the exiting State Coordinator typically trains incoming State Coordinator.
- E. Regional Map – As promised at the Statewide JSEC meeting, a map that outlines the regions or areas the MSEC adopted is posted on the Executive Board page of the MSEC website.
- F. Silent Auction – The Silent Auction will continue to take place at each conference. All JSECs are requested to provide a basket or item representative of their community, the State Coordinator will email reminders to all JSEC Chairs, the MSEC Treasurer will organize the Silent Auction, and staff the items any time they are in an unattended room. Each year possible, items will be brought to the Award Ceremony, where bidding may continue; winners will be announced that evening. At the 2009 conference, items will be placed in the back of the rooms utilized for the breakouts.
- G. Award Process / Timeline – The Awards process and timeline were discussed. Nominations are due to the State Coordinator no later than April 1st each year. Nominations will be mailed to three Executive Board members who volunteer to score them. Scoring sheets will be utilized. Scorers will have one week after receiving nominations to complete scoring sheets and fax or mail only the score sheets back to the State Coordinator. The State Coordinator will then email cumulative scores to the MSEC for final approval. The State Coordinator will arrange for awards to be prepared for each category. Awards will be presented at the Award Ceremony, and winners will be posted on the MSEC website.
- H. Student Scholarship Process / Timeline - The Scholarship process and timeline were discussed. Nominations are due to the State Coordinator no later than April 1st each year. Nominees need not be local JSEC scholarship recipients. Non-traditional students may be nominated. Nominations will be mailed to three Executive Board members who volunteer to score them. Scoring sheets will be utilized. Scorers will have one week after receiving nominations to complete scoring sheets and fax or mail only the score sheets back to the State Coordinator. The State Coordinator will then email cumulative scores to the MSEC for final approval. The Treasurer will mail a check to the State Coordinator. The State Coordinator will prepare a certificate commemorating the scholarship, then mail the check and certificate to the local JSEC Chair. The local JSEC Chair will advise the State Coordinator once the scholarship has been presented. The scholarship recipient will be announced at the Award Ceremony, and posted to the MSEC website.
- I. MSEC Funding Opportunities – Current MSEC funding is only acquired via fund raisers at the annual conference. In the event the conference loses money, MSEC expenses still exist by way of scholarships and grants; a buffer should be available. Some ideas were: allowing vendors at the annual conference; for-profit vendors fees could be higher, with net proceeds (after expenses) split equally between the MSEC and host JSEC; allowing

sponsors for registrations, breaks, meals, bags, etc; and identifying grants that can be utilized to assist small businesses, Veterans, and Native Americans with attendance to the conference. Sylvia Murray will check with Opportunities Inc regarding some of the criteria they utilize when applying for grants to serve similar populations. It was suggested that host JSECs utilizing 50/50 drawings at conferences should utilize all opportunities to remind attendees of the opportunity and share the size of the “pot” so as to entice participation.

V. NEW BUSINESS -

- A. MSEC Regional Representatives – Two Areas currently have no representatives. Chris sent an email to all JSEC Chairs, JSEC Coordinators, and Job Service Workforce Center Management seeking volunteers for the two Area Representative positions. She was asked if the MSEC Officer counted as the Area Representative. The answer is no. MSEC By-Laws Section 4.2 states

The Executive Board shall consist of:

- a) The elected offices of Chair, Vice Chair, Treasurer, and Past Chair; and*
- b) Five Area Representatives, one from each of the established Montana Areas as shown on the attached exhibit, as selected by the current Chair.*

For purposes of communicating with the MSEC, if an Area does not have a Representative, that Area may funnel communication through any MSEC officer in that Region.

- B. Conference Agenda Recommendations – Chris Wilhelm has emailed all JSECs to provide the opportunity to request topics for breakout sessions. These suggestions will be combined with the 2008 survey results. Chris will remain in contact with the Helena JSEC for relevant topics throughout the planning phase in order to stay abreast of hot topics as our economy evolves. She will do the same with Billings in order to stay abreast of current topics for the 2010 conference.
- C. Statewide JSEC Meeting and Agenda Items – Future Statewide JSEC meetings will have the first half of the meeting closed, with only voting members or their designee in attendance. The second half of the meeting will be opened up to allow JSEC Coordinators and other interested Job Service management/staff, who will be in attendance as observers. Opportunity for public discussion will be provided. Chairs at the table will be provided for MSEC members and the State Coordinator only. Seating for other attendees will be provided. Chris Wilhelm will email JSEC Chairs to allow for requested topics for the Statewide JSEC Meeting. To date, topics include the regional approach for conference planning.
- D. JSEC Member Conference Scholarship – The process for the new JSEC Member Scholarship was defined as follows. The State Coordinator will request JSEC Coordinators poll their JSEC membership to determine which members would like an opportunity to attend the annual conference. The JSEC Coordinator will send the State Coordinator a current lists of their JSEC membership, with active members interested in

attendance indicated. The JSEC Coordinator will prepare the names of members throughout the state who express an interest in attendance for a drawing. One name will be drawn at the Statewide JSEC meeting for the next year's conference. The winner will be announced at the Award Ceremony.

The JSEC Chair is responsible for advising the recipient and coordinating communication with the State Coordinator. The State Coordinator will facilitate hotel room and registration, including award ceremony, for the recipient. The MSEC Treasurer will coordinate with the State Coordinator regarding related expenses. Estimated mileage and meals (minus any provided at the conference) will be based on the current state per diem. A check from the MSEC will be sent prior to the conference to the JSEC Coordinator on behalf of the recipient. The funds will be used for conference attendance or they must be returned. In the event the recipient is no able to attend, the local JSEC Chair may transfer the scholarship to any active JSEC member. Estimates at current costs are \$600 - \$700 per year.

In order to expedite the process for the 2009 conference only, deadlines are November 30th. The State Coordinator will get with Gary Willis to draw the name of the recipient.

If additional MSEC funding sources are identified, the MSEC would like to expand the scholarship to include one recipient per region/area.

- E. Small Business Conference Attendee Scholarship – The process for the new Small Business Scholarship was defined as follows. This scholarship is open to any Micro Business (per the Montana Micro Business definition) or smaller. The business need not be a JSEC member, nor is the community required to have an active JSEC. Nominations and/or applications will be submitted to the State Coordinator via the MSEC Area Representatives, or the MSEC Officer residing in that area in the event there is no Area Representative. Deadline for submission is April 1st of each year. The State Coordinator will prepare submissions for drawing. The drawing will take place at the Statewide Meeting, with the recipient being announced at the Award Ceremony.

The Area Representative is responsible for advising the recipient and coordinating communication with the State Coordinator. The State Coordinator will facilitate hotel room and registration, including award ceremony for the recipient. The MSEC Treasurer will coordinate with the State Coordinator regarding related expenses. Estimated mileage and meals (minus any provided at the conference) will be based on the current state per diem. A check from the MSEC will be sent prior to the conference to the Area Representative on behalf of the recipient. The funds will be used for conference attendance or they must be returned. In the event the recipient is no able to attend, the MSEC may transfer the scholarship to any other nominee/applicant within the area/region of the conference. Estimates at current costs are \$600 - \$700 per year.

In order to expedite the process for the 2009 conference only, deadlines are November 30th. The State Coordinator will get with Gary Willis to draw the name of the recipient.

- F. Future Conference Locations – A suggestion came from Billings that the conference location could adopt a regional approach that reflects the areas or regions adopted by the MSEC. The conference could rotate regions, so every five years a region would have the conference. All JSECs within the region could work together to determine which city should host the conference. This would allow smaller community JSECs to participate in planning, volunteer opportunities, and fund raising opportunities while allowing five years to plan for the event. It would be up to the JSECs in the region to determine how fund-raising proceeds would be allocated. The State Coordinator will ask Billings to pitch this idea at the Statewide JSEC meeting in May, and if they would be willing to test the idea for 2010.

The 2009 Statewide JSEC meeting will see the return of the opportunity to pitch for upcoming event locations. Communities will be allocated 10 minutes for their presentation. Those wishing a time allocation must have requests to the State Coordinator by April 1st in order to be included on the agenda. If the regional approach is adopted, communities within the applicable region will be allocated 10 minutes to provide a presentation on their community, which JSECs are participating, and some of the activities available in the area.

VI. Adjourn – There being no further business, the meeting was adjourned.